

PARENT/SPONSOR PERMISSION – FIELD TRIP

Alconbury High School is planning a field trip, which will involve students in activities away from the school premises. The trip has been carefully planned and will be taken under the supervision of a school staff member. Your son/daughter/ward is invited to participate. Information about the trip is provided below.

For advance notice only.

No action is required until the start of the school year – August 2006

Description of Field Trip

Date(s) of Trip: 23-27 October 2006

Educational Purpose of Trip: 8th Grade Adventure Challenge & Teambuilding Activities course at Hilltop Outdoor Education Field Study and Adventure Centre, Sheringham, Norfolk.

Itinerary:

23 October 2006

08:30 Depart AHS. Coach travel to Hilltop.

11:30 Arrive Hilltop

Students will participate in a range of outdoor activities. (Adventure Challenge, Personal Development and Team building activities). Students and staff to stay at Hilltop for 4 nights full board accommodation.

27 October 2006

12:30 Depart Hilltop. Coach travel to AHS

14:45 Arrive AHS

Mode of Transportation: Bus

Cost: £140 (non-refundable) **Expenses Needed:** Small amount for extra drinks / snacks

Other Information:

Please refer to the “Frequently asked questions” and the “School Residential Kit List” attached and ensure that all items are brought on the trip. Note that students will get wet and dirty on this course. They should dress appropriately.

To confirm your son / daughter’s place on this trip please forward payment of £140 (checks payable to AHS Activity Fund) and the attached “Parental Consent and Personal Information Form” to the school office when we come back to school in August (but no later than 08 September). Note that the final closing date for this trip is 08 September 2006. The booking with Hilltop and the transportation arrangements will be confirmed on this date and cannot be changed.

The safety of our staff and students is paramount both in and out of school. You should be aware that this trip is subject to cancellation should security issues dictate.

Carol Hudson

Educational Cultural Adviser

Alconbury High School, RAF Alconbury, Huntingdon, Cambridgeshire. PE28 4DA

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PARENTAL CONSENT & PERSONAL INFORMATION FORM

(In confidence once completed)

School/ Group: ALCONBURY HIGH SCHOOL

Date of Visit: 23-27 October 2006 Pupil Name: _____

Gender: _____ Age _____ Name & Address of Next of Kin: _____

_____ Phone Number of Next of Kin: _____

Special Dietary Needs: _____

Other Relevant Info: _____

Medical Information

Some minor physical exertion will result if you participate fully in the course. With this in mind, please provide specific health of medical information that you regard as relevant to your visit to Hilltop.

Please tick if you have or currently suffer from any of the following.

Allergies Asthma Back Problems Diabetes

Epilepsy Heart Problems Joint Problems Other

Raised/Low Blood Pressure Please explain _____

Do you take medication? YES NO

If yes please state medical condition: _____

Has a medical doctor advised you to limit or restrict your physical activity in any way?
YES NO

Are you aware of any other condition that limits your ability to take part?
YES NO

If you have answered YES to any of the questions above please explain _____

Continue overleaf

While you are on the course you are covered by Hilltop's public liability insurance to £5 million. The public liability does not provide cover for personal accident or loss or damage to personal property. We advise you to get confirmation that your school provides adequate insurance cover for this type of event.

I give my consent for my child to attend the course and to be given first aid and medical assistance as necessary.

Signed: _____ Date: _____

SCHOOL RESIDENTIAL KIT LIST

Pupils don't need new or expensive clothes. Valuables should not be brought to Hilltop.

Packed Lunch

✓ The first meal provided by Hilltop will be the evening meal. If arrival at Hilltop is before lunchtime, your child will need to bring a packed lunch. *A packed lunch is required.*

Bedding

Your child will need to bring a sleeping bag or a duvet and a bottom sheet. Pillows and pillowcases will be provided.

Personal Kit

Waterproof jacket and trousers

Outdoor shoes/boots/trainers (2 pairs)

Wellingtons

Indoor shoes or slippers (not slipper socks)

3 sets of old clothes (warm for winter)

Hat & gloves (winter)

Shorts (May to September)

Personal wash items, towel & toilet bag

Indoor clothes for meals and evenings

Torch and spare batteries

Hair bands if needed & Watch

Water Bottle

Swimming kit

All groups please bring swimming kit. In very poor weather the splash pool maybe a substitute for an outdoor activity.

Important

Midge repellent (May to October)

Sun cream (May to September)

Sun hat (May to September)

A bin bag for wet/dirty clothes and boots/shoes

Tuck shop/pocket money (no more than £10)

No radios, CD or DVD players or other valuables

Hilltop does not take responsibility for articles lost or left in rooms.

Lost Property

We will hold lost property for two weeks after the course. Please ensure all items be named to help 'repatriation'.

Incoming Mail to Children and School Staff

Please address all mail as like the following: -

1) School Name

2) Child's Name

3) Date they are visiting.

This makes it easier for us to distribute mail.

Our address for children's mail is: -

Hilltop Outdoor Centre, Old Wood, Sheringham, Norfolk NR26 8TS.

HILLTOP – SCHOOL RESIDENTIAL

Frequently Asked Questions

Are Hilltop Staff Police Checked?

Yes. We also check references and qualifications. All staff are inducted carefully including child protection measures.

Do children need different clothes every day?

Children need several changes of clothes depending on the length of stay and the weather. We have a large drying room for clothes and shoes!

Is Hilltop Insured?

We have mandatory Public Liability Insurance to £5 million with Faraday Reinsurance Company. Public Liability Insurance does not cover for personal accident or loss or damage to personal property. We advise schools to take out group insurance with the Local Education Authority to cover cancellation through sickness, injury or any other reasons. This insurance should be in place at time of deposits being paid.

What if a child is homesick?

We advise the children not to phone home as this tends to upset them hearing “mums” voice; however, this is at the discretion of the teacher. If a child does become homesick then the teacher will decide what action to take. The teacher may know that the child gets upset occasionally. We have had parents/guardians pick up a child and return them the next day to continue the course. The teachers on site should have a mobile phone contact number.

What are the safety measures?

We have an established Risk Assessment Programme that is subjected to continuous review. We pride ourselves on having an excellent safety record due to the Risk Assessment Programme and the diligence and expertise of our staff in safety matters.

Do we get a refund if a child is ill or cannot attend?

No. Hilltop is no different to other bookings you may make. Your school is encouraged to take out insurance to cover against this liability at time of booking.

What time do the children go to bed?

This is for the teachers to decide. The evening activities start at 7pm for about an hour or so then the children have some free time. Staff will supply hot chocolate before the children go to their rooms for the night.

Are the bedroom doors locked at night?

All doors have a locking system that allows the door to be locked from the inside without a key. Teachers are provided with keys that over-ride the locks to open the doors from the outside. School staff are located on each floor and a Hilltop member of staff is on duty throughout the night.

Our Ethos:

Challenge by Choice

door Centre



Two distinct Centres on the same campus

Development Centre

HILLTOP WORDS

TRUST • SELF ESTEEM • SELF RESPECT
RESPONSIBILITY • LIVING WITH OTHERS
SHARING • COMMUNITY • LISTENING

HILLTOP also offers:

TEAM BUILDING FOR BUSINESS AND SCHOOL STAFF
BED & BREAKFAST AND SHORT BREAKS
FOR SOCIAL GROUPS AND FAMILIES
ADVENTURE DAYS AND SUMMER ADVENTURE HOLIDAYS
FOR CHILDREN AND FAMILIES

HILLTOP OUTDOOR CENTRE

'Old Wood', Sherringham, Norfolk NR26 8TS
Telephone: 01263 824514 Fax: 01263 824137

email: hilltopdc@lineone.net
www.hilltopoutdoorcentre.co.uk



**OUTDOOR EDUCATION
& ADVENTURE CENTRE**

Learning through:
Enjoyment, Activity,
Achievement, Reflection and Discovery

Ideal for Primary and Middle Schools
Professionally run independent centre
with qualified, experienced staff

Set in safe, enclosed grounds in countryside
near Sherringham, North, Norfolk. Est. 1989



INVESTOR IN PEOPLE

HILLTOP

HILLTOP

A balanced programme can be selected from these activities to suit your school's needs and the demands of the national curriculum.

Teachers pack for preparation and follow up work available

STUDIES

Woodland
Freshwater / Ponds
Rivers
Coastal Erosion
Flooding / Protection
Longshore Drift
Sheringham Town
Seashore Life

ADVENTURE

All Terrain Bikes
Archery
Assault Course
Low Ropes Course
High Ropes Course
Aerial Runway
Air Rifles

VISITS

Blakeney Point
Stream Railway
Shirehorse Centre
Local Churches
Local Museums
Splash Tropical Pool
Norfolk Broads
Pensthorpe Reserve
The Dinosaur Park

Orienteering
Hikes and Journeys
Climbing
Abseiling
Team Work Tasks
Tree Top Trail
Bridge Complex
Crate Stacking
Cowtills Course
Big Zipper
Trust Exercises
Rail and Trail
Evening Activities *
Programme

Available through external providers

Sailing
Horse Riding
Canoeing
Wind Surfing

Swimming in our heated pool (May - September)

ENJOY THE UNIQUE EXPERIENCE & SPECIAL ATMOSPHERE AT HILLTOP

Day and Residential Courses

Facilities

Two distinct centres on the same campus
Accommodation - up to 75 pupils at the Outdoor Centre and up to 45 at the Development Centre.
Separate rooms for staff.
Modern Buildings - set in 25 acre grounds.
Bedrooms carpeted and many en-suite.
Fully equipped Study Room / Games Room.
Quiet Room, TV Lounge, Easy Chairs, Tuck Shop.
Dining room.

Staff & Safety

Investor In People award.
Permanent staff with relevant national qualifications.
Internal training and on-going appraisal systems.
Staff selected for care and commitment to educational goals.
Hilltop takes safety very seriously. We have extensive risk assessments, comprehensive systems for procedures, maintenance, training and operating plans.
Clients are welcome to inspect these systems.
CDs of risk assessments are available for schools on our website: www.hilltopoutdoorcentre.co.uk

'Activity'

Hilltop is purpose built to ensure high levels of participation and activity. Field studies are designed to be active rather than 'look and see'.

Small groups: 1 : 8 on activities
1 : 15 on studies
Most activities are within our grounds - little time is spent travelling or waiting turns!

Instructor led sessions morning, afternoon and evenings.

Insurances:

Hilltop has Public Liability cover to £5 million.

